

City of SeaTac

REZONES

DEFINITION AND PURPOSE

The purpose of a rezone is to provide a change of zoning to allow a new or different land use, which conforms to the SeaTac/Highline Community Plan.

CONDITIONS FOR APPROVAL

The applicant must show that the proposed use satisfies the following *minimum* criteria for approval by the Hearing Examiner.

1. SECTION 15.22.050 B. 1.. The proposal conforms with the Comprehensive Plan policies and the adopted Comprehensive Plan specifies that the property shall be subsequently considered through an individual reclassification application;
2. SECTION 15.22.050 B. 2.- The requested re-classification is in the public interest;
3. SECTION 15.22.050 B. 3.- The requested re-classification is not hazardous or will not have adverse impacts on adjacent properties.
4. SECTION 15.22.050 B. 4.- The requested re-classification does not pose undue burdens on public facilities; and
5. SECTION 15.22.050 B. 5.- The requested re-classification has, or will potentially have, an adequate link to a High-Capacity Transit Mode.

SUBMITTAL:

1. **Filing Fee:**

Reclassifications to:

	<u>Base Fee:</u>	<u>Per Acre:</u>	<u>Maximum</u>
a. UL	\$ 1,500	\$ 200	\$ 13,000
b. UM, MHP, T	\$ 2,500	\$ 800	\$ 20,000
c. NB, UH, O/C/MU	\$ 3,000	\$ 1,000	\$ 22,000

d.	CB, I, ABC, BP, O/CM, Other	\$ 4,000	\$ 1,500	\$ 30,000
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2. Please submit all of the items listed on the attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application.

PROCEDURE:

1. It will take approximately 2 to 3 months from the date of filing a ***complete*** application for the public hearing and legal notice requirements to be met.
2. Prior to submitting your rezone application, you will need to review your proposed rezone with the City's "Development Review Committee" (DRC). ***No Application will be accepted prior to review by the DRC.*** Please contact the Building Division Permit Coordination Specialist to schedule a time to meet with the DRC (Phone 206-973-4750).
3. You will receive a "Determination of Completeness" (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete.
4. A "Notice of Application" (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a "Notice Board" (see example attached) on the property in conformance with Section 16.07.010B of the SeaTac Municipal Code (SMC). An "Affidavit of Installation" shall be submitted to the City that the "Notice Board" has been installed on the property. The "Notice Board" shall be installed on the property on or before the date the NOA is published in the paper.
5. The Planning Department Staff will set a date for a public hearing before the Hearing Examiner and you will be notified at least 14 days in advance. A staff recommendation will be sent to you at least 14 days in advance of the public hearing.
6. Following the public hearing, the Hearing Examiner will make the final decision on the proposed rezone. A "Notice of Decision" (NOD) will be sent to the applicant/property owner and to all persons of record. The decision of the Hearing Examiner may be appealed to the City Council by filing a notice of appeal with the City Clerk within 14 calendar days of the date the Examiner's written decision is mailed, together with a filing fee of \$100.00.

REZONE APPLICATION

File No. _____ **Parcel No:** _____

1. **Current Zone:** _____ **Proposed Zone:** _____

2. **Business Name:** _____

3. **Applicant Information:**

Name: _____

Mailing Address: _____

Phone No: _____ Fax _____

Email _____ Alt. Phone _____

Status: (owner, lessee, agent, etc.) _____

4. **Property Owners:**

Name: _____

Address: _____

Phone No: _____ Fax _____

Email _____ Alt. Phone _____

If more than one owner, attach additional sheet with names, addresses, contact information and signatures.

5. **Designated Contact Person (The person who will receive and disseminate all correspondence from the City):**

Name: _____

Mailing Address: _____

Phone No: _____ Fax _____

Email _____ Alt. Phone _____

6. **Property:**

Address: _____

Zone: _____ Size: (sq ft) _____ Acres: _____

Legal Description: _____

7. **Use:**

Current Use of property: _____

Proposed use of property (in detail): _____

Comprehensive Plan Designation: _____

Applicant's Signature
Please Print Name after Signature

Property Owner's Signature
Please Print Name after Signature

Date

Date

4. Will the bulk location and height of proposed buildings and uses be detrimental or injurious to other private development in the neighborhood? Is the proposed development of the site feasible to avoid detrimental and injurious results?
5. Will the proposed zone change and use pose undue burdens on public facilities? Are undue fire safety hazards created?
6. Does the anticipated use meet the standards established in the Zoning Code for the proposed zone?
7. In the case of unimproved property, what is the suitability of the subject property for use under the existing zoning and for use under the proposed zoning? What is the length of time the property has remained unimproved as considered in the context of land development in the surrounding area?

8. Is there an economic need for property with the proposed zoning? What is the effective demand for property with that zoning? What is the service area of the proposed use?
9. In the case of a “downzone”, would the consequent restrictions on the property preclude its use for any purpose for which it is reasonably adapted? Has the aggrieved property owner demonstrated there would be no present possible and reasonably profitable alternative use to which the property was adaptable as a result of the zone change?

REZONES

APPLICATION CHECKLIST

The following materials are the minimum materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW36.70A.440. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A "Determination of Completeness" will be issued within 28 days of acceptance stating whether your application is complete or incomplete. Please do not turn in your application until all items, which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a pre-application meeting with the City. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Planning and Community Development.

Return this checklist with your application.

For Office Use Only

Date Submitted: _____

Date of Pre-App. Meeting: _____

Part I - Submittal

	<u>Applicant</u>	<u>Staff</u>
1. The application form filled in and original with four copies submitted.	_____	_____
2. <i>Legal Description</i> of the subject property, certified by a Professional Land Surveyor registered in the State of Washington.	_____	_____
3. An <i>Environmental Checklist</i> is required with all questions answered and the Checklist is signed. (5 copies)	_____	_____
4. <i>Title report (dated within last 90 days)</i> including all easements and deed restrictions. (5 copies)	_____	_____

	<u>Applicant</u>	<u>Staff</u>
5. All oversized plans folded to 8 1/2" x 14" size.	_____	_____
6. One paper reduction of each oversized plan to 8 1/2" x 11" size.	_____	_____
7. County Assessor's Map/s showing a 1000' foot radius around the edges of the subject property. (<i>Applies only if labels are <u>not</u> purchased from the City of SeaTac.</i>)	_____	_____
8. A minimum of two (2) sets of stamped, legal size envelopes addressed to each property owner within 1,000' of subject property (see attached directions following this checklist) with the return address for the City of SeaTac Planning Department. A return address stamp is available for your use upon request. (NO METERED MAIL)	_____	_____
9. A photocopy or printout of names and addresses.	_____	_____
10. The original receipts for the cost of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 500 and 1,000 feet. The City will reimburse the applicant/property owner for the cost of notifying all property owners between 500 and 1,000 feet.	_____	_____

Part II- Plan Requirements

(Plans are required, unless otherwise indicated at the Development Review Committee Meeting.)

11. A dimensioned site plan drawn to scale showing the following:		
a. Dimensions and shape of lot with adjacent street names;	_____	_____
b. The location and dimensions of existing and proposed buildings (Engineering Scale Only) including the building height of proposed buildings;	_____	_____

	<u>Applicant</u>	<u>Staff</u>
c. Circulation: Adjacent street improvements, ingress and egress, parking layout (showing the number of stalls and stall sizes);	_____	_____
d. Proposed landscaping: The size, species, location, planting details, and distance apart;	_____	_____
e. Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features;	_____	_____
f. All existing trees over 8" in diameter by species, and an indication of which will be saved;	_____	_____
g. The gross floor area and parking calculations (Cite Applicable City Code);	_____	_____
h. Existing and finished grades at 5 ft. contours;	_____	_____
i. Storm drainage, sidewalks, exterior lighting;	_____	_____
j. The location of any recreation/open space (if provided) with dimensions;	_____	_____
k. Proposed public dedication open space;	_____	_____
6. Building elevations of the proposal showing two (2) facades at 1"=50', 1"=100', or 1"=200' (Engineering Scale Only).	_____	_____
7. Drawing and/or text describing the scale, bulk, and architectural character of the proposed structure.	_____	_____
8. A text describing conditions or features which cannot be adequately displayed on maps or drawings.	_____	_____
9. A description of plans for covenants, uses, and continuous maintenance provisions for the project.	_____	_____
10. Proposed phasing.	_____	_____
11. Vehicular and pedestrian circulation, and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.	_____	_____

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

OBTAINING LABELS FROM CITY OF SEATAC

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Planning Department. Labels can be picked up at the Planning Department approximately two days after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25th, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

Reminder:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 1/2" x 4 1/2") with the City's return address. (***NO METERED MAIL***)

****Please Note – If you choose to acquire your labels through a source other than City of SeaTac, a Tax Assessor's map(s) shall be submitted with the application.***

City of SeaTac Address Labels Request Form

Date of Request_____Date Needed_____

Applicant's Name_____

Street Address_____

City_____State_____Zip_____

Phone_____FAX_____

E-mail Address_____

Project Name_____

Project Address_____

FILE NUMBER_____

PARCEL NUMBER_____

For internal use only:

Date completed:_____Completed by:_____
Cost: \$_____Date paid:_____

GIS PRODUCTS AND SERVICES – 001.341.80.00.000

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.

5 FT

4 FT



NOTICE OF PROPOSED LAND USE ACTION

TYPE OF ACTION:	REZONE
FILE NUMBER:	REZ01-00001
COMMENT DEADLINE:	MAY 1, 2001
HEARING DATE:	

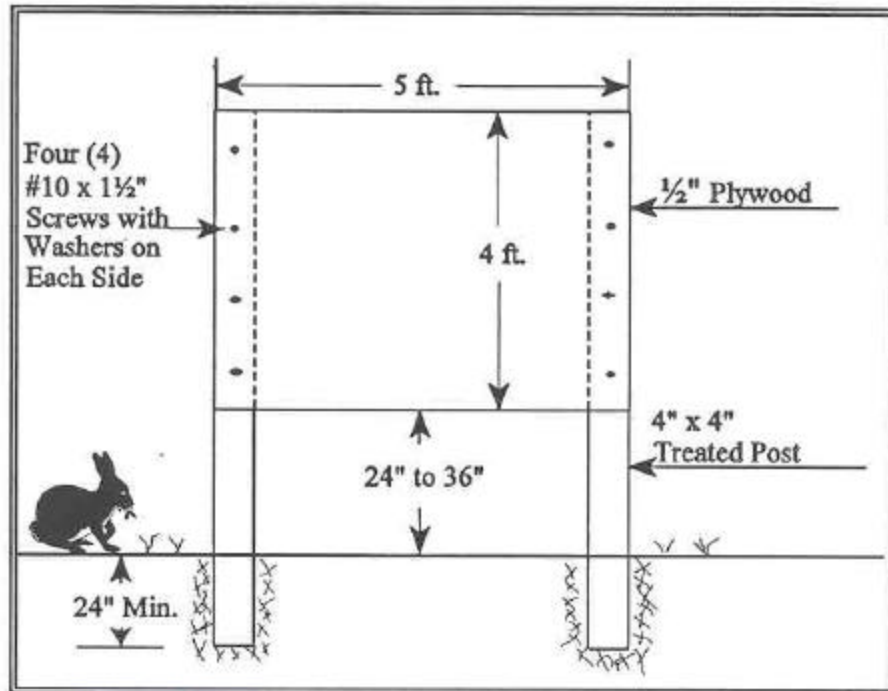
FOR MORE
INFORMATION
CITY OF SEATAC
4800 South 188th Street
(206) 973-4830

PUBLIC
NOTICE
8 1/2" x 11"
(Laminated
by
Applicant)

COPIES
OF
PUBLIC
NOTICE
IN REAL
ESTATE
BOX

*VICINITY
MAP
(Laminated
by
Applicant)*

NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)



CITY OF SEATAC

AFFIDAVIT OF INSTALLATION/REMOVAL

File No: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

I, _____, being first duly sworn upon oath, depose and say: That I am the property owner or authorized representative of the property owner/s, and I have installed the Notice Board required under SeaTac Municipal Code 16.07.010B.1. on or adjacent to the site on or prior to the publication date of the "Notice of Application" in the Seattle Times.

Furthermore, I acknowledge that the Notice Board must be removed within fourteen days of the expiration of the appeal period outlined in the "Notice of Decision" issued by the City. If the Notice Board is not removed according to the above requirement, I hereby give my permission for the City of SeaTac (or designee) to go onto the property, remove the sign, and dispose of it at their discretion.

Property Owner/Authorized Representative

SUBSCRIBED AND SWORN TO before me on _____, _____.

NOTARY PUBLIC in and for
State of Washington
My Commission Expires:
